

Kevin A. Clougherty
Commissioner

Margaret L. Fulton
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5950
www.nh.gov/revenue



PROPERTY APPRAISAL DIVISION
Stephan W. Hamilton
Director

David M. Cornell
Assistant Director

June 13, 2012

Town of Haverhill
Board of Selectmen
2975 Dartmouth College Highway
North Haverhill, NH 03774

RE: 2011 Assessment Review

Honorable Members of the Board of Selectmen:

The New Hampshire Department of Revenue Administration has completed its review based on the six assessment areas specifically identified in RSA 21-J:11-a and RSA 21-J:14-b I. (c).

They are:

- A. Level of assessments and uniformity of assessments are within acceptable ranges as recommended by the Assessing Standards Board by considering, where appropriate, an assessment-to-sales-ratio study conducted by the Department for the municipality;
- B. Assessment practices substantially comply with applicable statutes and rules;
- C. Exemption and credit procedures substantially comply with applicable statutes and rules;
- D. Assessments are based on reasonably accurate data;
- E. Assessments of various types of properties are reasonably proportional to other types of properties within the municipality; and,
- F. For all revaluations including full revaluations, partial revaluations, cyclical revaluations and statistical updates conducted on or after the April 1, 2006 assessment year by either an independent contractor or an in-house assessor, a report based on the most recent edition of the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 shall be produced.

In accordance with RSA 21-J:11-a, II, the Department shall report its findings to the Assessing Standards Board and the municipality.

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.

We are pleased to report that you have met most of the above guidelines as recommended by the Assessing Standards Board (ASB), with the exception of the following:

Item ASB III, B.2 Assessments as of April 1, 2011. The inventory program procedures need some work in order to comply with applicable statutes and rules. Two of the twenty-five samples reviewed did not fall within the ASB guidelines. Ninety-five percent (95%) or greater is required to be acceptable under the ASB Guidelines. Attached please find the Departments' worksheets indicating the areas that should be addressed.

Item ASB III, B.4a-c Current Use. The current use procedures need some work in order to comply with applicable statutes and rules. Twenty-four of the thirty samples reviewed did not fall within the ASB guidelines. Attached please find the Departments' worksheets indicating the areas that should be addressed.

Item ASB III, B.4d Land Use Change Tax. For property being taken out of Current Use, The town should request documentation from their Contract Assessor, for additional sales to support the opinion of the market-value for the area being removed from Current Use. The sale price of the subject being removed does not always reflect the true market-value. Attached please find the Departments' worksheets indicating the areas that should be addressed.

Item ASB III, B.5a Assessing Contracts The town had a contract with the previous Assessing Firm, Brett Purvis & Associates to complete yearly cyclical inspections (25% of town/yearly) from 2007 through 2010. Reportedly, the cyclical inspections were not completed during the contracted timeframe. The company completed the yearly inspections in 2011 however there was no signed contract for the work. The 2011 contract was for a Statistical Update only. Attached please find the Departments' worksheets indicating areas that should be addressed.

Item ASB III, C.2&3 – Religious, Educational and Charitable Exemptions. The organizations that currently receive an exemption for religious/educational/charitable purposes need to comply with filing proper paperwork in a timely manner. The deadline for filing the BTLA Form A-9 application is April 15th. The deadline for filing the BTLA Form A-12, financial statements for a charitable organization, is June 15th.

The Department has assisted many communities in areas that needed attention. Please feel free to call us anytime and we would be more than willing to assist in any way we can.

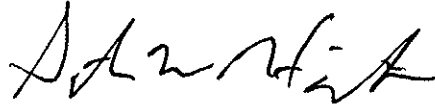
Prior to release of this report to the ASB you have an opportunity to respond to any DRA recommendations made. Your response should be made within 30 days of the date of this letter. Shortly, we will be in contact to schedule a meeting to review this report and help with any questions you may have.

Special thanks to those staff members assisting with information retrieval as well as working in an understanding and cooperative manner.

I would like to take this opportunity to remind you that pursuant to RSA75: 8-a Five-Year Valuation as well as Part 2 [Art.] 6. [Valuation and Taxation.] of the State Constitution your next town-wide reappraisal must be completed no later than 2016.

If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephan W. Hamilton', written in a cursive style.

Stephan W. Hamilton, Director
Property Appraisal Division

cc: File